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18 November 1955

MEMORANDUM FOR: Assistant Director, Central Reference  
Assistant Director, Research and Reports  
Assistant Director, National Estimates  
Assistant Director, Current Intelligence  
Assistant Director, Scientific Intelligence  
Assistant Director, Operations  
Assistant Director, Basic Intelligence

SUBJECT: Manpower Utilization

1. As a result of inquiries from the Congress, the DCI has directed that a survey of manpower utilization be made within the Agency. The Inspector General has been appointed Chairman of a Special Committee to conduct the survey and submit recommendations to the DCI by December 10. Messrs. [REDACTED] are the DD/I representatives on the survey committee.

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2. In order to provide the information required to present the DD/I position, it is requested that you submit the following information by the COB on 25 November 1955. It should cover all Staff employees and Staff agents, vouchered and unvouchered, at headquarters and in the field using on-duty strength as of 31 October 1955.

a. A list of the major functions assigned to you in descending order of priority with an estimate of the number of personnel supporting each function, broken into Professional, Administrative and Clerical.

b. A statement of functions you would eliminate or curtail if a 10% reduction in personnel were imposed. Under functions curtailed, the number of personnel eliminated should be indicated.

c. A statement indicating any duplication of your functions occurring either within or without the Agency. Your views on the desirability of such duplication and recommendations for elimination where appropriate should be included giving careful consideration to the possibility of transferring the whole function to the duplicating, or another, facility.

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NO CHANGE in Class. ☐

☒ DECLASSIFIED

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d. A statement indicating functions or requirements now assigned which are beyond your present capacity to perform, with an indication of the number of additional personnel required to perform such functions.

e. A statement of the present savings in personnel obtained by you through the use of contracting procedures and external research projects. An estimate of the total savings in personnel that could be effected by maximum utilization of external projects should be included.

3. In view of the importance attached to this survey, it is requested that each Assistant Director cooperate to the maximum in developing the DD/I position.

[REDACTED]

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ROBERT AMORY, JR.  
Deputy Director/Intelligence

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